



# **CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR**

(Centrally Funded Institute under MHRD, Govt. of India & Approved by AICTE)

BODOLAND TERRITORIAL AREA DISTRICTS :: KOKRAJHAR :: ASSAM :: 783370

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## **Annexure-VII**

### **MEDICAL RULES SPECIFIC TO EMPLOYEES OF CIT KOKRAJHAR**



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## MEDICAL RULES

### 1. Definitions

1.1. "Hospital" means a hospital approved by the CIT for the purpose of these rules and included in the list under below.

1.2. "Family" means wife or husband of a member of staff, as the case may be, and parents, children and step-children wholly dependent on the member.

1.3. "Leave" includes vacations.

1.4. "Medical Treatment" means the use of all medical and surgical facilities available to private individuals at the hospital in which the patient is treated.

### 2. MEDICAL ATTENDANCE, TREATMENT AND REIMBURSEMENT

The multifarious medical needs of all population in CIT campus consisting of Students, Staff and members of their families shall be met by the medical facilities of the Institute. The Institute Health Centre will be headed by a Chief Medical Officer (CMO) with a team of full time Medical Officers, Visiting Specialists and Para Medical staff. The Head of the Institute will constitute a Hospital Advisory Committee with a Chairman nominated by him and members drawn from hospital and other recognized bodies of the Institute including student representatives, with the CMO as the Member Secretary of the Committee. This Committee will formulate various policies for providing medical facilities to the Campus population

#### 2.1 Eligibility

Staff members of the Institute and members of their family shall be entitled to Medical Attendance and Treatment including reimbursement, as laid down in Institute's rules and approvals accorded by the Board of Governors (BoG) from time to time. Summarized information in this regard is given in subsequent paragraphs.

Comments:

The term '**family**' shall mean wife or husband of a member of staff, as the case may be, and parents, children and step children wholly dependent on the member of staff. For the purposes of determining dependency, the following will be the criteria:-

- (a) **Son:** Till he starts earning or attains the age of 25 years, whichever is earlier.



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(b) **Daughter:** Till she starts earning or gets married whichever is earlier irrespective of the age limit.

(c) **Parents :** Those Parents which are dependent on the staff member are eligible to get the medical benefits as per rule of the institute.

When a dependent son/daughter reaches the age of 18 years and in respect of dependent parents, the concerned staff member must fill up the form for updating the records with the concerned Establishment Section and get the medical booklets revalidated every year.

## 2.2 When husband and wife are employed :

a) When both husband & wife are employed in the Institute, either of them can choose to prefer the claim of medical facilities on behalf of self and family, by declaring the fact, through a joint declaration.

b) When the spouse of a staff member is employed in a State/Central Govt./another Autonomous/Corporate body, he/she can choose to claim the medical facilities either from the Institute or from the spouse's employer by declaring the same through a joint communiqué.

c) When the spouse is employed in a private organization where the medical facility is not available or when it is available for self only, a letter to this effect should be produced from the employer of the spouse.

## 2.3 Medical Booklets:

Medical Booklets showing the particulars of the staff member & his/her family members with photograph will be issued to each eligible person of the family of the staff member. The eligible persons are required to produce the Medical Booklet for availing of treatment from the Institute hospital / other institute recognized hospital.

- a) The medical booklets should present the medical history of the holder and suitable entries in respect of outside treatment should be made therein by CIT doctors. Separate booklets in different colours would continue to be issued for students, staff and their families.
- b) The booklets must be surrendered when a student/staff leaves the Institute.
- c) Treatment facilities for dependents will be allowed only on the basis of valid booklets which have been renewed/revalidated.
- d) The system of affixing photograph of the beneficiary on the medical booklet must be strictly followed.
- e) The Medical Booklets will be renewed/replaced as per rules prescribed from time to time by the Institute.



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## 2.4 Recognised Hospitals :

All staff members and their families shall be entitled for availing the medical facilities of the Institute, Government Hospital and other approved Hospital by the Institute. For facilities not available or not adequately available in the Institute's health facility or cases which need specialized diagnosis or sophisticated treatment may be referred by the CMO to outside hospitals for special consultation/investigations/surgery and indoor treatment. For these purposes the following hospitals have been recognized by the Institute.

### (i) Government Hospital:

All Government Hospitals / Dispensaries in Assam/ GMCH ,Guwahati

### (ii) Recognized Private Hospitals for General Treatment:

- Lower Assam Hospital and Research Centre, Chapaguri Road, Bongaigaon
- Saint Augustein Hospital , Bongaigaon.
- 3.Swagat Hospital and Research Centre , B.O.C. Road ,Bongaigaon.

### (iii) Recognized Private Hospital for specialized Treatment only:

- GNRC, Dispur, Guwahati
- Down Town Hospital, Dispur, Guwahati
- International Hospital , Ganeshguri , Guwahati
- Indrapastha Apollo Hospital, Mathura Road, New Delhi - 110076.
- Apollo Hospital, Greams Road, Chennai – 600006.
- Apollo Hospital , Canalcircular Road, Kolkatta- 700054

## 2.5 Entitlement of CIT Beneficiaries for Indoor Admission at Govt. Hospital/Recognised Private hospitals:

### Basic Pay

Upto Rs. 10,500/-

### Room Rent

Actuals for General Ward or upto a maximum of Rs.800/- per day.

Rs. 10501/- to Rs.13500/-  
Rs.13501/- and above

Actual or upto a maximum of Rs 1200 per day.  
Actuals or upto a maximum of Rs 1500 per day.

The rates of reimbursement for the entitled categories will be as notified by the Institute from time to time.



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## 2.6. Submission of Bills

It should be ensured that hospital bills for treatment as in-patient show the allocation of charges under

- (a) Medical attendance
- (b) Bedding
- (c) Nursing
- (d) Special nursing
- (e) Medicines and
- (f) Diet

and that only cost of admissible items are claimed.

(i) The bills should be duly supported by receipts, cash memos, prescriptions, essentiality certificate and other relevant documents as prescribed by the Institute from time to time in respect of claims for reimbursement of charges for tests conducted or treatment received in hospitals, e.g., X-Ray, Blood Tests, etc. All these supporting documents should be countersigned (with official stamp) by the Medical Officer in charge of the case in the hospital.

(ii). Claims should be preferred within 3 months period from the date of discharge from the hospitals.

## 2.7. Controlling Officer

The Registrar shall be the Controlling Officer to pass claims for reimbursement of medical expenses in respect of all employees.

## 2.8 Medicines

The Institute medical facility will keep in stock medicines of various brand names as decided by the Hospital Advisory Committee. The Hospital Advisory Committee shall normally prescribe medicines which are in the stock of CIT Hospital.

The staff and their families taking regular OPD treatment at recognised hospitals may draw their medicines from the CIT Hospital pharmacy or obtain a supply order duly countersigned by the Chief Medical Officer in case of those medicines not available in CIT Hospital.

No supply order/reimbursement will be made for medicines for which similar/equivalent medicines are available at CIT Hospital, only for the sake of a particular brand name.

## 2.9 Tests

The tests prescribed by the CIT medical facility if not available inhouse may be carried out from Recognised Hospitals/Labs. Any test costing more than Rs. 1000/- per test, can be carried out at a Recognised hospital /Laboratory, only with the prior approval/concurrence of the CMO.



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## 3.0 Indoor Medical Treatment

Except in emergency cases which are covered in subsequent text, for all indoor medical treatment prior approval/referral letter is to be taken from the CMO. In such cases, medical advances may be granted to the Institute staff to cover surgery, related hospital charges and medicines on the following basis:-

In cases of advances treatment in Recognised Hospitals, an advance upto 70% of the estimates through a cheque in favour of the hospital but limited to a maximum of Rs.1,00,000/-.

## 4.0 Special Category and Ceilings

For prolonged and complicated nature of treatment such as kidney transplant, bypass surgery, open heart surgery, complicated injuries/diseases like Leprosy, Cancer & TB etc., if the treatment is taken in a Recognised Hospital, actual expenditure to the eligible extent subject to a maximum ceiling of Rs. 1.5 lakh for the entire treatment of any specific illness during the entire service of the staff member, will be reimbursed.

## 5.0 Emergency Treatment

In case of a life threatening emergency the staff members may consult a private medical practitioner for immediate treatment in the absence of Govt./Municipal/ Recognized hospital within a reasonable distance. The emergency treatment may be availed only for a very short spell of time and the CMO should be consulted as soon as possible.

The claims for emergency treatment should be submitted to the CMO with an application detailing the circumstances under which the treatment was availed from the private medical practitioner along with a certificate from the treating doctor showing the nature of illness and the line of treatment followed. Such claims may be considered on the recommendations of the Hospital Advisory Committee.

## 6.0 Medical Attendance/Treatment for Students

- a) All bonafide students (full time only) of the Institute are entitled to free medical attendance & treatment available in the Institute Hospital
- b) Treatment of chronic cases or prolonged illness requiring special medical treatment for a long period will be the responsibility of the parents/guardians of the student.

## 6.1 Medical Reimbursement for OPD Treatment

For OPD treatment, the cost of radiological, pathological investigations, medicines purchased from the market may be preferred in the form meant for OPD treatment only. The reimbursement claim as well as the cash memos should be necessarily countersigned by the CMO affixing the CIT Hospital stamp.

Proper break up of charges for various investigations, minor procedures etc. must be provided along with the claim.



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The claim form duly completed by the staff member and counter-signed by the CMO may be forwarded to Accounts Section.

## 6.2 Indoor Treatment

For indoor treatment including the hospital bills, stay charges, operation & allied charges, investigation charges, cost of medicines supplied by the hospital/purchased from market etc. may be preferred in the medical claim form meant for indoor treatment. The form duly filled in by the staff member and signed by the CMO with the CIT Hospital stamp may be forwarded to Accounts Section. All medical claims should be preferred as early as possible as but not later than 3 months after the date of admission to the hospital.

The reimbursement of admissible items in respect of indoor treatment in recognized hospitals will be made after the charges are certified by the Consultant and/or Medical Superintendent of the treating recognized hospital and the Chief Medical Officer, CIT Hospital as per Institutes rule.

## 6.3 Tests

The reimbursement for tests shall be made on the basis of actual rates or 75% of the actual charges of the treating recognized hospital. In case the rates for a particular test are more than 75% of the treating recognized hospital for the same test, the staff member may be reimbursed at the Government Hospital rates.

## 7.0 No Reimbursement

The Institute will not reimburse expenditure on medical attendance availed in an unrecognized hospitals except in emergency based on the recommendations of the Hospital Advisory Committee.

- a) Cost of spectacles is not reimbursable.
- b) Cost of dentures as well as treatment for Orthodontia is inadmissible.
- c) Medicines and other items which are declared by the Govt. of India as inadmissible and published in the CSMA Rules will not be reimbursed.
- d) The facility of Medical Attendance/Treatment does not extend to the sponsored students as well as to the dependents of students
- e) No reimbursement/supply order is permitted in respect of students or their spouse/dependents.

## 7.1 General

The CMO of the Institute should obtain and update on medical charges at Government and other recognized hospitals. A schedule of such charges may be made available to the staff whenever needed by them and in the accounts section of the Institute.

## 8.0 Misuse of Medical Reimbursement Facility

In case of misuse of medical reimbursement facility, concerned employees of the Institute will be denied all medical privileges for the next five years. If the misuse is repeated for the second time,



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concerned employee will lose the benefits of the Medical facilities for the rest of his service at CIT not withstanding any other action that may be initiated under the Conduct Rules of the Institute.

## 9.0 Interpretation of Rules

Any doubt or dispute arising about the interpretation of these rules shall be referred to the BoG, whose decision shall be final and binding on all.

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